

SECRETReport Reductions (Summary)16 June 1971

Office Reporting	Assigned Goal	No. of Reports Changed	Savings Reported		How Savings Achieved
			Man hours/Dollars		
OC	\$18,000	9	2,487	\$18,148.90	1 report cancelled, 8 reduced in freq. & elimination of duplication
OF	41,000	21	--	44,536.27	14 reports cancelled - 7 reduced by procedure change
OL	24,000	41	4,106	26,700.00	16 reports eliminated - 25 changed in frequency & No. of copies
OMS	700	1	32	1,936.00	Converting report, #5 from monthly to quarterly
OP	22,000	16	--	*9,200.00	11 reports cancelled - 5 reduced in reporting freq. & No. of copies
OS	8,000	5	--	10,811.70	2 cancelled - 3 changed
OTR	9,000	2	--	9,050.00	OTR-16 (8 individual reports) extensively reducing material covered in report OTR 17 "End of Course Report" (6 individual reports) Will be required only on certain important courses.
SSS	2,718	3	261	3,346.00	Discontinue daily section in A&RC report 1 RAB report reduced from quarterly to 3 times per year. Eliminated special portions from Annual Records Inventory.
Totals	\$125,418	98	6,886	\$123,728.87	

* Goal not achieved

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